

Instructions for Lot Reconfiguration Requests

** Splits / Boundary Line Adjustments **

Geographic Information System

Geographic Information System staff will accept customer requests for reconfiguration of property, for tax purposes only.

Please be aware that the reconfiguration of parcels could affect future development of the original lots. It is recommended that you contact the building department in your jurisdiction prior to submitting a reconfiguration request to our office.

Requirements:

- Per RCW 84.56.340, taxes on all parcels must be paid in full for the year at the time the request is submitted.
 If you submit your request late in the year and staff is not able to process it until after January 1, the next year's taxes will be due in full before processing.
- ➤ For Boundary Line Adjustments the ownership and tax code area must be the same on all parcels involved.

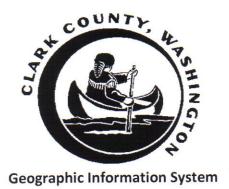
Please submit the following:

- A completed <u>Lot Reconfiguration Request</u> form, including signature of the owner/buyer, date signed, and a daytime telephone number.
- A clear and proper legal description of each resultant parcel. If you are not familiar with writing legal descriptions, it is recommended you enlist the aid of a title company, surveyor, or attorney.
- A copy of, or recording information of, any applicable surveys.
- If you have obtained a Lot Determination related to the proposed Lot Reconfiguration, please attach a copy.

<u>Note:</u> The processing of lot configuration requests is a low priority. If financing or a sale is dependent on your request being processed, let us know and we will expedite your lot configuration request as quickly as possible.

If you have any questions, please call our office at (360) 397-2002. Dial "0" and ask for Land Records.

LOT RECONFIGURATION REQUEST



OWNER:

(Contract Buyer):

SIGNATURE:

Account Number

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By: Date: Completed

Attach Property Descriptions